

**NBD-WG: N0001**

**From:** bigdatawg-bounces@nist.gov [mailto:bigdatawg-bounces@nist.gov] **On Behalf Of** Chang, Wo L  
**Sent:** Wednesday, June 19, 2013 10:19 PM  
**To:** bigdatawg  
**Subject:** [BigdataWG] June 19 meeting - brief report

Dear All,

\*\*\* If things are missing please let me know \*\*\*

Thank you for joining today's conference call!

While the conference call setup was not prepared for such a large turn-out, it is clear that participation for Big Data is indeed VERY STRONG. We are thankful for your support. Only 100 seats have been reserved for the audio bridge and 100 seats for the web conferencing tool, yet we have 172 unique participants on the web and 169 unique callers from the audio bridge! The overflow of subscribers and failed connections caused a lot of "beeping" noises when participants entered/exited the room. The biggest lesson learned is NOT to use/connect two different companies' audio bridge together!

Path forward (suggestions from today's call):

1. Subscribe more seats for the web conf. tool along with call-in audio bridge from the same company. This way people without microphone/speaker or computer access can listen/talk over the audio bridge.
2. **Re-schedule another kick-off meeting for next Wed. (June 26, 1:00PM – 3:00PM) to make sure everybody has a fair chance to participate.** AND I will also schedule a dry-run session on June 24 from 1:00PM – 2:00PM to test out the web conferencing tools (audio, document sharing, etc.) and come up with brief instructions (use headset, mute the mike when is not speaking, etc.) for users how to participate to a web conf. call.
3. Form sub-groups (Definitions, Taxonomies, Ref. Architecture, Tech. Roadmap, etc.) right away so that input/comments can be processed separately (still will be challenging to handle 80 – 100 participants per sub-group) before bringing them up to the parent group for decision.

Action item:

1. Make necessary arrangement to increase seating for web conf. tool and set up dry-run for June 24, 1:00PM – 2:00PM (Wo by 6/24)
2. Join the web conf. call on June 24, 1:00PM – 2:00PM (ALL)
3. Make sure the "Update Profile" function is available for users to add password in addition to 12 characters long UserID (Wo by 6/20 COB)
4. Make sure the "Upload Documents" function is available for users to submit input/comments to Big Data Definitions, Big Data Taxonomies, Ref. Architecture, and Tech. Roadmap. The upload page should include submit options to which sub-group. (Wo by 6/20 COB) Note: please do not abuse the upload documents feature for personal interests.
5. Review, comment, modify the attached Big Data Definitions baseline with Word Tracking (ALL)
6. Create a Taxonomies guideline and baseline concept for the group to expand and comment (Co-Chairs by 6/26)
7. For those have not registered as NBD-WG users, please do so at:  
<http://bigdatawg.nist.gov/newuser.php> (this email will go outside the [bigdatawg@nist.gov](mailto:bigdatawg@nist.gov)). This way you will be on the [bigdatawg@nist.gov](mailto:bigdatawg@nist.gov) email reflector and will be able to submit input documents to the group.

Thanks!

--Wo